



Lewistown JSEC
Meeting Minutes
March 7, 2013

Prepared by Kristin Rutten, JSEC Coordinator

In Attendance

Oscar Cantu	Roy Jones	Kristin Rutten
Karen Sweeney	Terri Hall	Stephen Taylor

Previous Month's Meeting Minutes

Karen moved to approve the minutes for the February 7, 2013, meeting. Terri seconded. Motion carried.

Treasurer's Report

Kristin reported the current bank balance is \$6,668.92, with \$500 in sponsorship checks yet to be deposited, for a total of \$7,168.92 cash on hand. Sponsorships yet to be paid include Fergus County (\$500), Don's Store (\$250), and Fergus Farm Mutual (\$50), for a total of \$800.

JSEC Coordinator's Report

Kristin provided copies of the updated FMLA poster, which by law must be posted by all employers by March 8, 2013, in addition to the usual 5-in-1 poster. She also announced Job Service is currently developing a Social Media Workshop series for employers, with the support of the Chamber of Commerce Retailers Group (Market Council). More information will be provided as it becomes available.

Job Service Report

Roy shared the January Employment Snapshot and December Montana Economy At-A-Glance flyers, noting that Montana has yet to release unemployment figures for January. Job Service has 57 openings listed at the present time. He also provided information about the 22nd Annual Jobs Jamboree, a large job fair planned for March 20th in Billings sponsored by that area's JSEC.

Old Business

New Member Recruitment: Terri made a motion to add KellyAnne Terry to our committee. Terri seconded. Motion carried. Kristin reported she had received an email from prospective member Jodi Ruckman, who indicated interest in becoming a member in the future but at present, has too many other organizational commitments.

Steve Beck Seminar: Terri reported Bank of the Rockies declined to sponsor. Stephen reported he needs to follow up with Ace Hardware, who was considering it. The group set March 15th as the deadline to commit in order for a sponsor's name to appear on promotional materials.

Session Pricing – Terri moved we charge \$10 per person for the evening Exceptional Customer Service seminar. Karen seconded. Motion carried. Stephen moved we offer a discounted price for those who register for multiple sessions - \$10 for the first session, \$5 for each session thereafter, regardless of session duration. Registration discounts pertain only to individual attendees and are non-transferable. Terri seconded. Motion carried. Admission will be handled by registration and an attendee list, without the use of actual paper tickets.

Sponsor Admissions – Kristin moved that instead of providing sponsors with the previously designated number of tickets (10 for Gold Sponsors, 5 for Silver, 2 for Bronze), we allow sponsors to send the allotted number of

individuals to the seminars, each attending as many sessions as they'd like. Stephen seconded. Stephen amended the motion to allow sponsors to be allotted their designated number of slots per session, every session, allowing them to send a different combination of employees to each session if desired. Terri seconded. Amendment carried. Amended motion carried.

Refreshments – Stephen moved that Lauri be given authority to work with Karen Durbin, FCCLA teacher at FHS, and her students to arrange for the provision of refreshments, including cookies and beverages, for all three public seminars and to provide a budget of up to \$200 total to do so. Karen seconded. Motion carried.

Banner – Kristin agreed to work with Steve/Hi Heat to get a sponsor banner made for display at the seminars.

Advertising – Terry reported she is working on setting up a Live! radio interview with Oscar & Steve Beck (by telephone). Kristin suggested sponsor testimonials also be worked into radio spots and other advertising pieces. Kristin also agreed to create a flyer to be distributed for display in area business windows, on bulletin board, etc.

Task Assignments – Preliminary assignments were made for the days of the seminars, as follows:

Monday, April 15:

Setup: Kristin, Karen

Registration Table: Terri, Karen (1-5 and 6-8 pm seminars)

Speaker Introductions: Terri (student session, 10-11 am); Steve (afternoon/evening sessions)

Refreshments Set-Up/Supervision: Lauri

Kristin & Stephen will also be available to help as needed

Tuesday, April 16:

Setup: Kristin, Karen

Registration Table: Stephen, Karen (8:30 am to 12:30 pm)

Speaker Introductions: Steve

Refreshments Set-Up/Supervision: Lauri

Kristin will also be available to help as needed

Task assignments will be finalized/confirmed at our next meeting.

School Presentation – Oscar said he would talk to Robin Moline at FHS today about inviting the area schools to bring their juniors & seniors to the student session on goal setting (Monday, April 15 – 10 to 11 am).

New Business

501(c)3 Status: Kristin reported that we have received confirmation of our 501(c)3 status, effective February 14, 2013. As a result of this designation, sponsor donations are tax-deductible.

Spring MSEC Meeting: The spring MSEC meeting is set for noon to 5 pm on May 1st and the morning of May 2nd in Missoula. Oscar is on the state committee and his attendance is covered by their budget. JSEC budgets for one person to attend and Job Service also budgets for one to attend, which means we could send two members with lodging, meals and travel covered. Terri indicated she can probably attend. Karen also said she might be able to attend.

Part of the spring meeting will be the awarding of State Employer of Choice Awards, a project Oscar is involved with planning. He recommended that we nominate two businesses to be considered – one with fewer than 25 employees and one with more than 25. The chosen businesses would be named our local award winners and their applications forwarded to the state contest. Oscar suggested Hi Heat and Lewistown Honda as two possible nominees and he is already working with them to get the forms completed. It was decided consideration should be opened up to other businesses by inviting JSEC members to submit a nomination on the business' behalf. To nominate a business, a JSEC member will work with that business to complete a form modeled after the one used by the state. A deadline of March 15th was set for local nominations and Kristin agreed to email information and the form to all committee members.

“Profiting from Safety” Presentation – Kristin shared information sent by Fred Miller, who offered to visit in the future to provide a safety presentation for our committee and/or other interested parties.

The meeting adjourned at 1:05 p.m. The next meeting is scheduled for Thursday, April 4th at noon at the Lewistown Job Service.